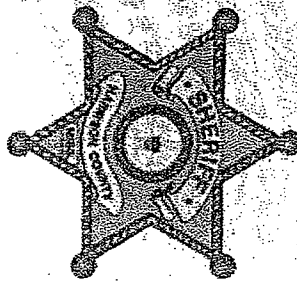


Harrison County Sheriff's Department

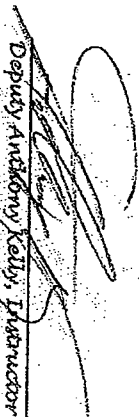


*This is to certify that
Annie Kelly*

has successfully completed

WORKING PLACE-FIRST AID

This the 19th day of November, 2003


Deputy Anthony Kelly, Instructor

SOUTHERN REGIONAL PUBLIC SAFETY INSTITUTE

Harrison County Sheriff's Department
The University of Southern Mississippi-Gulf Coast

This is to certify that

ANNIE KELLY

has successfully completed training in

DEFENSIVE TACTICS

On the 21st day of November, 2003



[Signature]
Kenneth Rogers, Sgt. HCSO
Instructor

[Signature]
Julian Allen, Ph.D., Major, HCSO
Director, SRPSI

SOUTHERN REGIONAL PUBLIC SAFETY INSTITUTE

Harrison County Sheriff's Department
The University of Southern Mississippi-Gulf Coast


This is to certify that

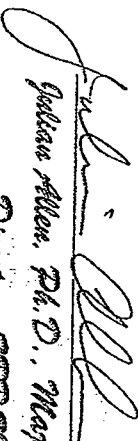
ANNIE KELLY

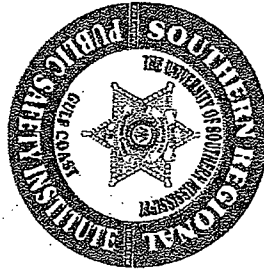
has successfully completed training in

OLEORESIN CAPSACIN "O.C. SPRAY"

This the 21st day of November, 2003


Jeffrey Branner, Deputy, HACSD
Instructor


Julian Allen, Ph.D., Major, HACSD
Director, SRPSI



SOUTHERN REGIONAL PUBLIC SAFETY INSTITUTE

Harrison County Sheriff's Department
The University of Southern Mississippi-Gulf Coast

This is to certify that

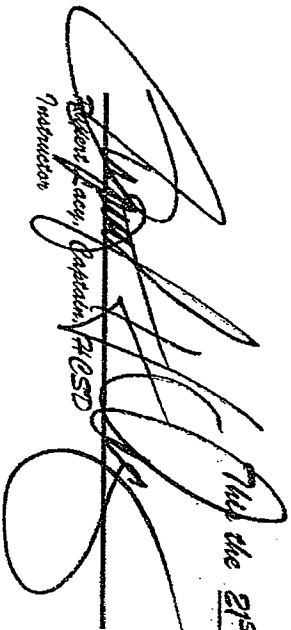
Annie Kelly

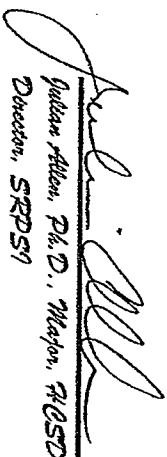
has completed

**BASIC CORRECTIONAL OFFICER TRAINING
(80 HOURS)**



This the 21st day of November, 2003


Robert Lee, Captain, FICSD
Instruction


Julian Allen, P.D., Major, FICSD
Director, SRPSI

**HARRISON COUNTY SHERIFF'S DEPARTMENT
TRAINING ATTENDANCE RECORD**

Annie Kelly ATTENDED A TRAINING CLASS
(NAME)
TITLED Person/Cell Search
ON 11/6 2003 AND RECEIVED 4


TRAINING CREDIT HOUR (S) / MINUTE (S).

CERTIFIED SIGNATURE: _____

NAME OF CERTIFYING INDIVIDUAL: Chief Rick Gaston
(PRINT)

Shift Training

On 8 Oct 03, I Annie Kelly received a 15 minute
Print Name
block of training on **Employees & the Inmate Culture**, during the
2245-0700 shift briefing.


 185
Officers Signature & Badge Number

Captain Kelly, Annie #162

IN File 1) ^{CERTIFICATE} DEFENSIVE TACTICS - 11-21-03.

IN File 2) 80hr BASIC CORRECTIONAL OFFICER TRAINING - 11-21-03.

HARRISON COUNTY SHERIFF'S DEPARTMENT
TRAINING DIVISION

9-11-03 

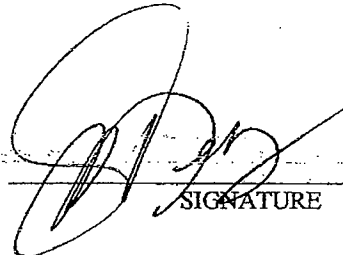
ON 4 Sep 03 I DEPUTY Annie Kelly # 181


COMPLETED THE FIRST AID AND CPR COURSE. I HAVE ALSO RECEIVED AND COMPLETED
THE PRACTICAL AND WRITTEN TESTS.

TEST SCORE PASS / FAIL

PRACTICAL PASS / FAIL

4 hrs

 181
SIGNATURE

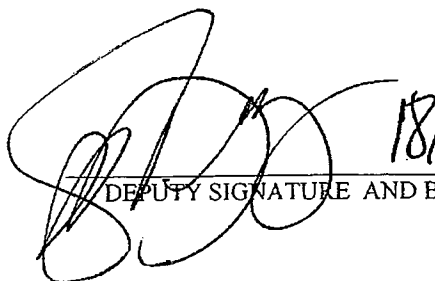

ANTHONY KELLY
HARRISON COUNTY INSTRUCTOR

BOTH TESTS ATTACHED:

SHIFT TRAINING

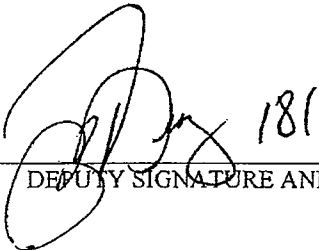
POLICY AND PROCEDURE DIRECTIVE

ON 07/29/03, I Annie Kelly RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING ON Emergency Key Boxes in Control Rooms, DURING THE 1445-2300 HR
SHIFT BRIEFING.

 181
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT TRAINING POLICY AND PROCEDURE DIRECTIVE

ON 07/24/03, I Annie Kelly RECEIVED a 15-MINUTE BLOCK
PRINT NAME
OF TRAINING ON AREA RESTRICTED KEYS, VISITORS ARRIVAL TIME, GENERAL ORDERS
UPDATE, PAYROLL AND OVERTIME CHANGES, DURING THE 2245-0700 HR SHIFT
BRIEFING.


DEPUTY SIGNATURE AND BADGE NUMBER 181

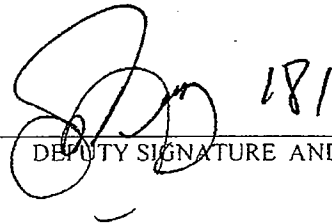
SGT. KENNETH ROGERS #161
SHIFT SUPERVISORS/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SGT. JOHN GEAS #322
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING
POLICY AND PROCEDURE DIRECTIVE

ON 06-25-03, I Annie Kelly RECEIVED A 15 MINUTE BLOCK
PRINT NAME
OF TRAINING ON Memos Key Registry and Chit I.D. Tags, DURING THE 2245-0700 HR
SHIFT BRIEFING:


DEPUTY SIGNATURE AND BADGE NUMBER

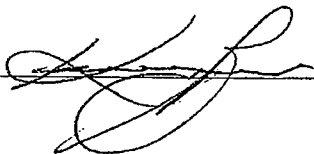
**HARRISON COUNTY SHERIFF'S DEPARTMENT
TRAINING ATTENDANCE RECORD**

Annie Kelly #181 ATTENDED A TRAINING CLASS

TITLED PDCT

ON 6-19 2003 AND RECEIVED 5hrs

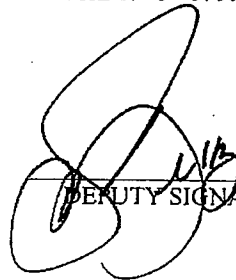
TRAINING CREDIT HOUR (S).

CERTIFIED SIGNATURE:  #161

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 03/22/03, I Annie Kelly 181 RECEIVED A 15 MINUTE BLOCK
PRINT NAME/BADGE NUMBER
OF TRAINING ON HUNGER STRIKE DURING THE 2245- 0700hours SHIFT BRIEFING.

 181
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. WILLIAM M. DRECHSEL #284
SHIFT SUPERVISOR/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SGT. JOHN GEAS #322
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 03/08/03, I Annie Kelly 181 RECEIVED A 15 MINUTE BLOCK
PRINT NAME/BADGE NUMBER
OF TRAINING ON EMERGENCY HURRICANE PROCEDURE DURING THE 2245- 0700hours
SHIFT BRIEFING.

[Signature] 181
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. WILLIAM M. DRECHSEL #284
SHIFT SUPERVISOR/INSTRUCTOR

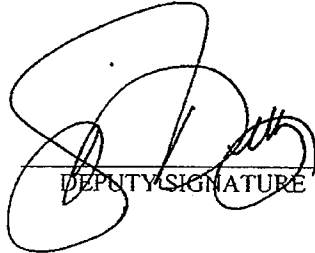
SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SGT. JOHN GEAS #322
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 03/05/03, I Annie Kelly 181 RECEIVED A 15 MINUTE BLOCK
PRINT NAME/BADGE NUMBER
OF TRAINING ON EMERGENCY KEYS DURING THE 2245- 0700hours SHIFT BRIEFING.

 181
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. WILLIAM M. DRECHSEL #284
SHIFT SUPERVISOR/INSTRUCTOR

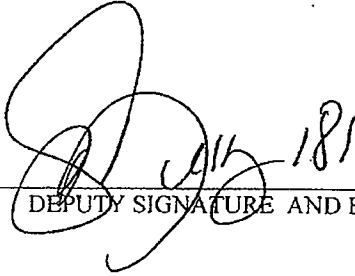
SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SGT. JOHN GEAS #322
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 03/01/03, I Annie Kelly RECEIVED A 15 MINUTE BLOCK
PRINT NAME/BADGE NUMBER
OF TRAINING ON CRIME SCENE PROCEDURES DURING THE 2245- 0700hours SHIFT
BRIEFING.


DEPUTY SIGNATURE AND BADGE NUMBER

SGT. WILLIAM M. DRECHSEL #284
SHIFT SUPERVISOR/INSTRUCTOR

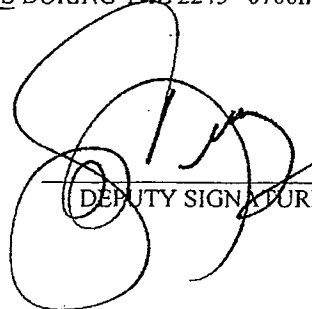
SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SGT. JOHN GEAS #322
SHIFT SUPERVISOR/INSTRUCTOR

SHIFT TRAINING

POLICY AND PROCEDURE DIRECTIVE

ON 02/18/03, I Annie Kelly 181 RECEIVED A 15 MINUTE BLOCK
PRINT NAME/BADGE NUMBER
OF TRAINING ON USE OF RESTRAINTS DURING THE 2245- 0700hours SHIFT BRIEFING.

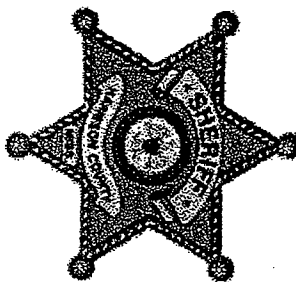
 181
DEPUTY SIGNATURE AND BADGE NUMBER

SGT. WILLIAM M. DRECHSEL #284
SHIFT SUPERVISOR/INSTRUCTOR

SGT. DEDRI CALDWELL #314
SHIFT SUPERVISOR/INSTRUCTOR

SGT. JOHN GEAS #322
SHIFT SUPERVISOR/INSTRUCTOR

Harrison County Sheriff's Department
Correctional Division



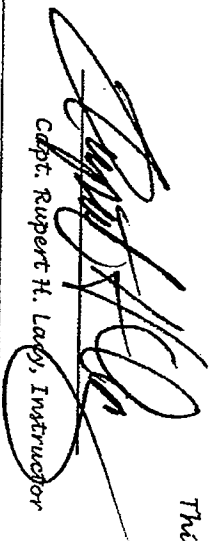
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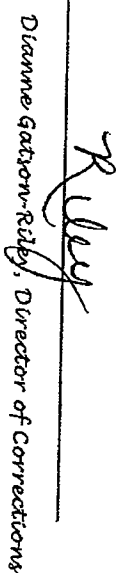
Année P. Kelly

has successfully completed

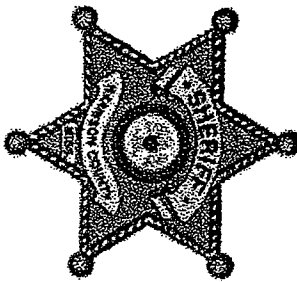
CORRECTIONAL OFFICER TRAINING COURSE
(40 Hour)

This the 6th day of February, 2003


Capt. Rupert H. Lacy, Instructor


Dianne Gatom-Riley, Director of Corrections

Harrison County Sheriff's Department
Correctional Division



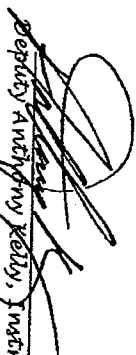
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Annie P. Kelly

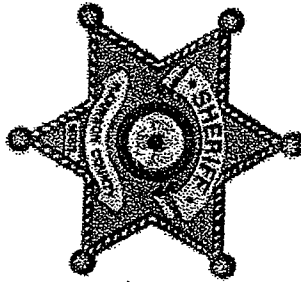
has successfully completed

WORKING PLACE-FIRST AID

This the 6th day of February 2003


Deputy Anthony Kelly, Instructor

Harrison County Sheriff's Department
Correctional Division



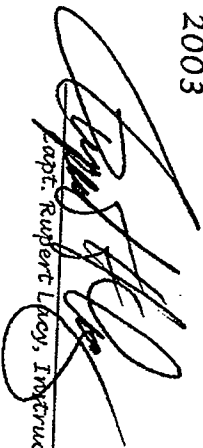
This is to certify that

Annie P. Kelly

Has successfully completed

O.C. SPRAY

This the 6th day of February, 2003

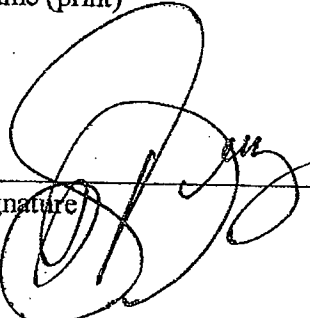

Capt. Rupert Lloyd, Instructor

**HARRISON COUNTY
ADULT DETENTION CENTER**

This is to acknowledge that I have received a copy of the Harrison County Adult Detention Center Policy and Procedure Directives. I understand that if I should resign or be terminated I will be responsible for returning the completed copy in with my issued equipment. I further understand that within 48 hours of this date I will have a working knowledge of the contents and will adhere to the policies and guidelines expressed within.

Annie Kelly
Name (print)

2-4-03
Date


Signature

181
Badge No.

Issuing By

Badge No.

NAME: Kelly, Annie BADGE#: 181

POST	DATE COMPLETED	FTO
CONTROL ROOM	3-12-03	Jordan 190
CENTRAL CONTROL		
BOOKING CONTROL	3-11-03	Jordan 190
FLOOR OFFICER	4-18-03	Jordan 190
ROVER	9-5-03	Jordan 190
MEDICAL ROVER	7-5-03	Jordan 190
FRONT DESK	6-26-03	Jordan 190
VISITATION ROVER	7-5-03	Jordan 190
MEDICAL WATCH		
PERIMETER OFFICER	8-6-03	Labauve 178
80 HOUR COURSE		

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: CONTROL ROOM

Trainee Annie Kelly 181
 FTO Ronald Jordan 190

Performance Objective: Following demonstration by the designated Field Trainer, the trainee will safely and securely monitor inmates and the block/sections. Answer requests by telephone, intercoms, and radio. Control and verify counts, control and document access in and out of the block/sections, and conduct and monitor visits/church services. Properly notate all activities relating to medical.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) ENTER CONTROL ROOM AND NOTIFY CENTRAL-RECEIVE BRIEFING FROM ON DUTY OFFICER.	2-10-03	2-11-03	2-11-03	2-11-03	2-12-03	2-12-03
2) REVIEW ALL PAPERWORK, GREEN BOOK, POST ORDERS, AND CONFIRM COUNTS ON POPULATION SHEETS.						
3)EXIT CONTROL ROOM AND NOTIFY CENTRAL-MEET WITH OFFICERS TO CONDUCT SAFE/ACCURATE COUNTS.						
4) CONDUCT COUNTS SAFELY, ACCURATELY, QUICKLY, IN ACCORDANCE WITH A.C.A. STANDARDS.						
5)UPON COMPLETION OF COUNTS, SIGN TO VERIFY ON POPULATION SHEETS AND RE-ENTER CONTROL ROOM.						
6)NOTIFY CENTRAL OF ENTRY TO CONTROL ROOM AND THAT COUNTS ARE VERIFIED/CLEARED-ASSUME DUTY.						
7) MONITOR ALL SECTIONS AND MAKE AN ENTRY ON YOUR LOG STATING WHAT WAS OBSERVED(EVERY 30 MINUTES). THIS CAN BE TIME APPROXIMATE.						
8) ANSWER RADIO AND TELEPHONE-ALSO ANSWER INTERCOM AND INMATE REQUESTS AS NEEDED.						
9) MAINTAIN ALL MOVEMENT IN YOUR BLOCK-IN/OUT OF YOUR BLOCK USING PROPER FORMS/DO CELL CHANGES. MONITOR ALL STAFF TO ENSURE THEIR SAFETY IN BLOCK.						
10) DOCUMENT ALL RECREATION RELATED ACTIVITIES-ALL MEALS IN/SERVED/OUT-WHAT WAS SERVED-# TRAYS.						
11) ACCURATELY MAINTAIN POPULATION SHEETS-IF ON MIDNIGHT SHIFT CONDUCT ACCURATE RE-WRITE. THIS SHOULD BE ACCOMPLISHED WITHIN TWO(02) HOURS.						
12) PROPERLY BRIEF ONCOMING OFFICER AND ENSURE ALL PAPERWORK/BOOKS/FORMS WERE UTILIZED PROPERLY. DO NOT LEAVE UNTIL PROPERLY RELIEVED.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>3-12-03</u> (date)						
FTO <u>Ronald Jordan</u> Trainee <u>Annie Kelly</u>		F.T.O. R.S.S. 190	F.T.O. R.S.S. 190	F.T.O. R.S.S. 190	F.T.O. R.S.S. 190	F.T.O. R.S.S. 190

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly #181

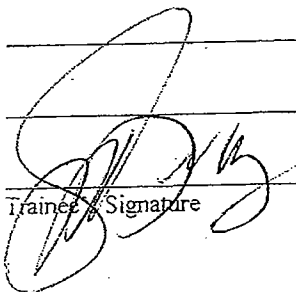
FTO Ronald Jordan #190

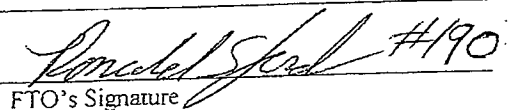
Date 3-12-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan goes over all tasks for control room with trainee Kelly. F.T.O. Jordan observes trainee Kelly perform her objective. She safely and securely monitor inmates and officers. Answer requests by telephone, intercoms, and radio. Control and verify counts, control and document access in and out of the block/sections. Properly notate all activities in her block. Trainee Kelly has come far in her training. She is doing very well.


Trainee's Signature


FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annic Kelly 181

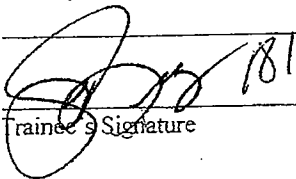
FTO Ronald S. Jordan 190

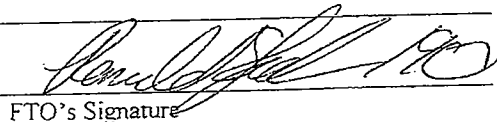
Date 2-25-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan asks trainee Kelly if she has any questions on how to run C-Control room. Trainee Kelly asks what is different in C-control. F.T.O. Jordan advises trainee Kelly that she will have to keep up with Inmates workers coming in and out of the block. F.T.O. Jordan also goes over how to do a R.V.R. to trainee Kelly. F.T.O. Jordan observes trainee Kelly through the night and finds trainee Kelly doing very well.


Trainee's Signature


FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

FTO Ronald Jordan 190

Date 2-20-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan observes trainee Kelly throughout the night. F.T.O. Jordan asks trainee Kelly if she has any questions about control room duties. Trainee Kelly asked about the court paper with inmates names, what it was for. F.T.O. Jordan explained it was for inmates going to court for the next day. F.T.O. Jordan feels trainee Kelly is doing very well in the Control room. Trainee Kelly has picked up her speed, and has brought all control room duties together and is getting caught up by 0230.

Trainee's Signature

FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly #181

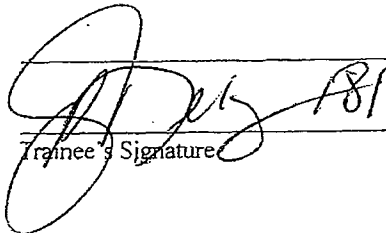
FTO Ronald Jordan 190

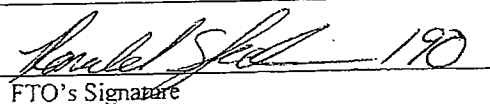
Date 2-13-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan stops in on trainee Kelly in D-control and checks on her. Trainee Kelly has no problems and is running the control room well. F.T.O. Jordan does not have to give any advise at this time. Trainee Kelly was asked if she had any question about any control room duties. Trainee Kelly said she was ok and can run the control well. F.T.O. Jordan feels trainee Kelly is handling the control duties well but needs to pick up her pace a little.


Trainee's Signature


FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly #181

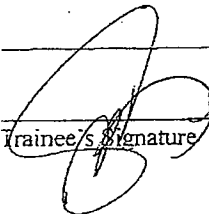
FTO Ronald Jordan #190

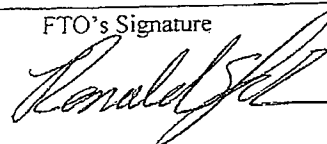
Date 2-12-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan lets trainee take control of control room. F.T.O. Jordan stands back and observes trainee Kelly running the control room and asks trainee Kelly if she needs help with anything just ask. Trainee Kelly performs her duties well but still a little slow on paperwork. Trainee Kelly keeps up with everybody coming in and out of her block. Trainee Kelly also observes her floor officer everytime they enter a section. Trainee Kelly needs a little more work on monitor's functions. Trainee Kelly asked very little questions on what to do. F.T.O. Jordan feels trainee Kelly has picked up on all duties in the control room but needs to bring all duties together as one and get a little faster.

 181
Trainee's Signature

FTO's Signature
 190

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly

FTO Ronald Jordan 190

Date 2-11-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan starts trainee Kelly on control room paperwork.
F.T.O. Jordan goes over control room log, inmate movement sheet,
green book, tower inspection sheet and pop sheets. Trainee Kelly
picks up on the control log well but is a little slow right now.
F.T.O. Jordan feels trainee Kelly will get faster with time.
trainee Kelly kept up on the paperwork well. Trainee
Kelly also answered questions for inmates somewhat ok. F.T.O.
Jordan goes over the proper way to set up paperwork. Trainee
Kelly is picking up all duties fast.

Trainee's Signature

FTO's Signature

Ronald Jordan 190

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

FTO Ronald Jordan 190

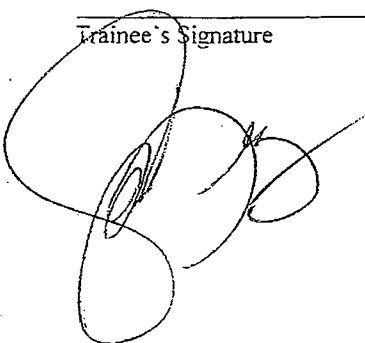
Date 2-10-03

Page 1 of 1

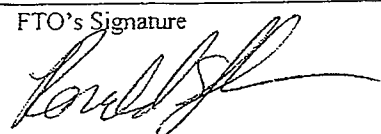
Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan goes over all control room duties with Trainee Kelly. F.T.O. Jordan talks about and shows Trainee Kelly how to use the monitors to pop open doors, walk around and observe each section, how to do the Control room log and movement log, goes over the popsheets and lets trainee Kelly do half the popsheets. F.T.O. Jordan also goes over the green pass on book, how to answer the phone, and what the picture books are used for, and how to do the picture books. Trainee Kelly is very observant and picks up tasks fast. F.T.O. Jordan goes over medication pass duties and lets trainee assist the nurse with med. pass for O-Block female side. F.T.O. Jordan tells trainee Kelly is a fast learner and will do her job very well after she's trained.

Trainee's Signature

 181

FTO's Signature

 190

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: Booking Control

Trainee Annie Kelly 181
 FTO Ronald Jordan 190

Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Conduct safety and security operations, control access in and out of booking area, registering on the proper logs persons who enter and exit. Professionally answer the telephones and provide information. The primary function of this post is to be in control of access and departure of all persons.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Enter the booking control room and secure the door. Receive a briefing from the on-duty deputy regarding daily events.	181 2-18-03 F.T.O. 181 190	181 2-18-03 F.T.O. 181 190	181 2-18-03 F.T.O. 181 190	181 2-18-03 F.T.O. 181 190	181 2-18-03 F.T.O. 181 190	181 3-11-03 F.T.O. 181 190
2) Sign post orders and assume the duties of booking control- controlling all exiting and entering of the booking areas.						
3) Document all agencies, and all inmates coming in and out of the facility. Example: Court, hospital, funeral, etc.						
4) Monitor the security cameras and report any unusual incidents to the on-duty supervisor.						
5) Monitor the two security gates and allow access and exit to those who are authorized. Always check for identification on vehicle.						
6) Demonstrate the proper technique for opening both gates at the same time during an emergency (firetruck, ambulance, etc.)						
7) Control access and exit to the holding tanks in booking as directed by the booking staff- control on/off of telephones.						
8) Restrict access to anyone with a firearm on, excluding law enforcement using the elevator for upstairs access.						
9) Notify S-1 when any inmate(s) departs/returns through booking control by either ambulance or transport for the hospital.						
10) Answer the telephone for limited information to those calling for bonds, releases and general inquiries.						
11) Brief the oncoming staff on all information in regards to booking and booking control.						
12) Upon departure from booking control, ensure that the relieving officer is fully briefed, and that the door is secure.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>3-11-03</u> (date) FTO <u>Ronald Jordan 190</u> Trainee <u>Annie Kelly 181</u>						

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly #181

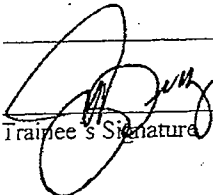
FTO Ronald S. Jordan #190

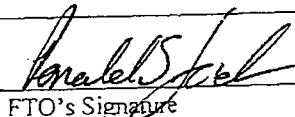
Date 3-11-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan observes trainee Kelly in Booking control.
Trainee Kelly explains and demonstrates all tasks and
objectives for booking control. Trainee Kelly explains the importance
of observing the monitors and gates. Trainee Kelly also explains
how to use the push button monitor to open holding cells and
gates. F.T.O. Jordan feels trainee Kelly has learned
how to operate booking control safely and quickly.
F.T.O. Jordan closes trainee Kelly out on booking control.

 181
Trainee's Signature

 #190
FTO's Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Daily Observation Report

Trainee Annie Kelly 181

FTO Ronald Jordan 190

Date 2-18-03

Page 1 of 1

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Jordan explains and demonstrates booking control duties to trainee Kelly. F.T.O. Jordan explains how to open doors for booking, how to keep watch on all monitors, how to open the back gates one at a time and how to do booking control paperwork. F.T.O. Jordan also explains how to keep up with the times an officer enters and exits the facility, who is aloud in the gate and who is not aloud to come in, emergency vehicles coming in and out, and to make sure no inmate is on the dock with out an officer. Trainee Kelly picked up booking control pretty fast and is running booking control well.

Trainee's Signature

FTO's Signature